

Avon & Somerset Police & Crime Commissioner

Administration Officer

Terms of Appointment

Appointment

The appointment will be subject to satisfactory references.
The candidates will already have security vetting and medical clearance.

Term

The role is a part-time, permanent appointment.

Base salary

The salary scale per annum will be Scale 4 Spinal points 14 – 17 £21,135.00 - £23,406.00 depending on experience. Salary is paid on a monthly basis.

The Post

The post holder will be required to travel across the Avon and Somerset region. The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post.

The post holder must recognise the importance of managing information according to legal requirements and quality standards.

It is expected that the post holder supports the Principles of Standards in Public Life. As such, the seven principles of conduct underpin the work of the PCC and are used as the basis for working practices.

Place of Work

The workplace will be the Office of the Police & Crime Commissioner, Valley Road, Portishead, Bristol or at such other place of employment in the service of Avon & Somerset Police & Crime Commissioner. The OPCC team are currently working from home in line with government requirements for the covid-19 pandemic.

Reporting Lines

The post holder will report to the OPCC Office and HR Manager.

Hours of work

The post holder is required to work 3 days per week. There may be a requirement for occasional evening and weekend working to fulfil the requirements of the role. We will consider requests for flexible working on appointment.